



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	<b>Associate General Counsel</b>
<b>JOB ANNOUNCEMENT NUMBER</b>	PE886
<b>SALARY RANGE</b>	\$75,621 - \$116,901 annually
<b>OPEN PERIOD</b>	7/2/14 – 7/30/14
<b>POSITION INFORMATION</b>	Permanent, Permanent-Internal or Rotational
<b>DUTY LOCATION</b>	McLean, VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>SUPERVISORY STATUS</b>	No
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

\*\*\* Current Government employees are encouraged to apply, but if selected would accept the position as a lateral reassignment at their current grade \*\*\*

### Component Mission:

The Office of General Counsel (OGC) of the Office of the Director of National Intelligence (ODNI) provides legal advice and counsel to the Director of National Intelligence (DNI) and other ODNI officials on a wide range of legal issues to include intelligence and national security law, procurement and acquisition law, personnel law, government ethics, budget and fiscal law, general administrative law, legislative support, government information practices (Freedom of Information Act/Privacy Act), and intellectual property law.

### Group/Branch Information:

Provide preliminary legal advice to Office of the Director of National Intelligence (ODNI) leadership on areas of law affecting ODNI's duties and responsibilities under the National Security Act, Presidential directives, Executive Orders, and other related laws and policies.

Provide recommendations to senior attorneys to support the development, review, and preparation of United States (US) Government-wide and IC-wide policies, procedures, guidelines, rules, and standards.

Counsel clients, including ODNI leaders, on legal issues and provide effective guidance on possible courses of action; prepare documents on legal issues for a variety of internal and external recipients.

Conduct research and analysis on complex or sensitive legal issues as well as on laws, regulations, and policies that have an impact on ODNI and IC interests and brief senior attorneys on issues and findings.

Provide initial reviews of planned ODNI and IC activities for compliance with the US Constitution and laws of the



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

US, Executive Orders, and other applicable regulations and policies affecting ODNI and the IC and brief senior attorneys on potential legal and policy issues, and recommend solutions to address legal problems having potential impact on the ODNI's or the IC missions or activities.

Perform initial analyses of statutes, bills, reports and Congressional materials, as well as proposed Executive Branch orders, directives, regulations and policies, to determine their effect on the ODNI and the IC; provide advice and counsel to senior attorneys on legislative proposals, Congressional testimony, and related documents.

Develop initial briefings for senior attorneys to support ODNI and IC views on particular matters to Executive Branch entities, Congress, and private sector entities; brief senior attorneys on legal issues that relate to or effect ODNI and IC activities.

Maintain productive working relationships with peers in ODNI elements, the IC, executive agencies, congressional personnel, congressional committees, and use these relationships to discuss ODNI and IC positions, support a continuing dialog, and provide insight into ongoing and planned ODNI and IC activities.

## DUTIES:

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### Major Duties and Responsibilities:

Provide preliminary legal advice to Office of the Director of National Intelligence (ODNI) leadership on areas of law affecting ODNI's duties and responsibilities under the National Security Act, Presidential directives, Executive Orders, and other related laws and policies.

Provide recommendations to senior attorneys to support the development, review, and preparation of United States (US) Government-wide and IC-wide policies, procedures, guidelines, rules, and standards.

Counsel clients, including ODNI leaders, on legal issues and provide effective guidance on possible courses of action; prepare documents on legal issues for a variety of internal and external recipients.

Conduct research and analysis on complex or sensitive legal issues as well as on laws, regulations, and policies that have an impact on ODNI and IC interests and brief senior attorneys on issues and findings.

Provide initial reviews of planned ODNI and IC activities for compliance with the US Constitution and laws of the US, Executive Orders, and other applicable regulations and policies affecting ODNI and the IC and brief senior attorneys on potential legal and policy issues, and recommend solutions to address legal problems having potential impact on the ODNI's or the IC missions or activities.

Perform initial analyses of statutes, bills, reports and Congressional materials, as well as proposed Executive Branch orders, directives, regulations and policies, to determine their effect on the ODNI and the IC; provide advice and counsel to senior attorneys on legislative proposals, Congressional testimony, and related documents.

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# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

positions, support a continuing dialog, and provide insight into ongoing and planned ODNI and IC activities.

## **Additional Duties:**

Provide agency-wide guidance and training on federal ethics laws to include conflicts of interest, acceptance of invitations, gifts, pre- and post-employment matters, and the Hatch Act.

Support the preparation and submission of legally mandated reports and information to include the ODNI annual ethics plan; the ethics program questionnaire; the non-federal source travel reports; the annual filing of the Public Financial Disclosure Reports and the Confidential Financial Disclosures; and oversee and maintain the financial disclosure systems.

File periodic reports with the U.S. Office of Government Ethics and provide advice regarding approval of outside activities and pre- and post-employment issues.

Provide legal review of personnel matters and assist management and the Human Resources Office in properly handling issues including performance problems, grievances, hiring policies and practices, and adverse actions. Also advise on applicable federal and state laws including the Americans With Disabilities Act, the Family Medical Leave Act, the Uniformed Services Employment and Re-employment Rights Act, and the Back Pay Act.

Provide legal review and advice on appropriations law matters including identifying unauthorized commitments and reviewing ratification requests, reviewing requests to use representational funds, reviewing proposed conference expenditures, and advising on the Federal Travel Regulations and related travel issues.

Work with the Executive Travel Coordinator and Protective Detail to ensure all issues relating to executive travel are handled in compliance with applicable laws and policies.

Provide knowledgeable counsel on government information practices including issues related to the Freedom of Information Act, the Privacy Act, and the Federal Records Act, as well as general records management and information disclosure matters.

Support senior attorneys in civil and criminal litigation matters related to the ODNI and the Intelligence Community.

Ensure compliance with the Constitution and laws of the United States, Executive Orders, and other applicable regulations and policies.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

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### **Required Knowledge, Skills and Abilities:**

Multi-disciplinary legal skills and experience dealing with complex legal issues, as well as ability to interpret laws, regulations, judicial decisions, Executive Orders, and statutes involving complex concepts and issues.

Thorough knowledge of one or more of the general or specialized areas of OGC's law practice, such as: intelligence oversight, privacy and civil liberties, federal employee ethics, National Security Law, Equal Employment Opportunity law, operations law, acquisition and appropriations, administrative law, and litigation.

Research abilities, including the ability to quickly integrate and synthesize the facts and law to make legally sound decisions, and recommendations in the context of ambiguous or ill-defined situations.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Ability to routinely communicate, orally and in writing, concepts and issues in a manner well matched to the audience being addressed, and to consistently make sound, timely decisions in ambiguous or ill-defined situations.

Interpersonal, organizational and problem solving skills, including the ability to work effectively both independently and in a collaborative environment and superior creative problem solving skills.

Thorough legal knowledge obtained through the completion of a Doctorate of Jurisprudence or Bachelor of Laws degree from an American Bar Association-accredited law school, and active membership of the Bar of the highest court of a US State, Territory, Commonwealth, or the District of Columbia.

## BENEFITS:

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- Health Care Flexible Spending Accounts

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

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### **\*\*\*HOW TO APPLY\*\*\* (PERMANENT OR PERMANENT-INTERNAL APPLICANTS)**

**Permanent-Internal:** Refers to only those who are current ODNI cadre employees. Permanent-internal status does **NOT** include Staff Reserve employees.

If selected, ODNI permanent internal applicants would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.\*\*\*



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.

A complete application must include the following:

- a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name, address, telephone number, and email address.
- b. COVER LETTER – a separate document that acts as a supplemental to your resume, explaining the contents of your application package and allowing for an opportunity to further elaborate upon your submission.
- c. Reference the vacancy number you are applying to in the subject line and on each document submitted.
- d. NOTE - Applications should be sent to either **DNI-MSD-HR-RR** (lotus notes, classified system) or [recruitment@dni.gov](mailto:recruitment@dni.gov) (unclassified). All attachments should be in Word or PDF format.

Your application MUST be received by the closing date of the announcement. Applications received after the close date will NOT be eligible for consideration.

Applications should NOT contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package ONLY, you may call (703) 275-3663.

## WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

## \*\*\*HOW TO APPLY\*\*\* (DETAILEE APPLICANTS)

**DETAILEE:** A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

**SF-50 – All current Federal Government employees must submit a copy of their most current SF-50.**

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

**Any application submitted directly by an IC employee to the gaining element will not be considered.**

## WHAT TO EXPECT NEXT:



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## AGENCY CONTACT INFO:

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ODNI Recruitment

Phone: (703)275-3663

Email: [RECRUITMENT@DNI.GOV](mailto:RECRUITMENT@DNI.GOV)

## WHAT TO EXPECT NEXT:

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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.